

Requisition No. _____

**QUESTIONNAIRE FOR REQUESTS
FOR LEASED PERSONAL PROPERTY**

PURPOSE: To obtain information sufficient to identify transactions that are capital or operating leases. Pursuant to OMB Circular A-11, capital leases should be fully funded at the time of award. To facilitate the proper classification of leases, NOAA's Acquisition Management Division (AMD) collaborated with the personal property branch to develop a lease handbook that includes a lease determination worksheet. The lease handbook can be viewed at AMD's website (<http://www.rdc.noaa.gov/~amd/index.html>).

POINT OF CONTACT/QUESTIONS: Should be directed to Donita McCullough at (816) 426-7267, ext. 227 or donita.s.mccullough@noaa.gov.

INSTRUCTIONS: This questionnaire should be included with any request to enter into a lease. Requests to exercise options on existing contracts or orders do not need to include the questionnaire. This questionnaire is mandatory for all requisitions (CD-435s) reflecting any of the following budget object classification codes:

3130 CAPITAL LEASES (EXCEPT ADP/TELECOMMUNICATIONS EQUIPMENT)

3131/3132 LEASE TO PURCHASE (ADP/TELECOMMUNICATIONS
EQUIPMENT)

2335 LEASE OF ADP & TELECOMMUNICATIONS EQUIPMENT

1. Is this purchase request for a follow-on lease, license, or subscription for the same equipment, or software/intellectual property? _____ Yes. _____ No.

If yes, identify the previous purchase order/contract or requisition number:

1b. If you answered "yes" to question 1 above, how long have you leased or otherwise had this service or item/software?

2. What is the period of time, in months or years, you expect to need the item beyond the period covered by this requisition?

3. Do you know of any reason why the above referenced period (that is beyond the one being funded) should not be included in a contract with optional pricing?

4. Why is this item being obtained by lease, license, subscription instead of by purchase? For example, budgetary restraints, best interest of Government, more practical to lease?

5. Has a lease versus. purchase determination been done either for this lease period or previously for this item? _____ Yes. _____ No. If yes, attach a copy, if available, or identify the purchase order, contract number, or requisition number:

Requisition Contact: _____

Name

Telephone Number

Contract Specialist/Purchasing Agent: _____

Name